

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

- TITLE:** Accounts Receivable Specialist
- LOCATION:** City of Ithaca - Chamberlain's Office
- SALARY:** \$44,291, with subsequent increases to \$55,362

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

POSITION DESCRIPTION: As the Accounts Receivable Specialist, you are responsible for the processing of various payments made to the City of Ithaca while also serving as the first point of contact for the City Chamberlain's Office. The Accounts Receivable Specialist processes payments made by mail, through online software systems or by handling in-person transactions. The Accounts Receivable Specialist is adaptable and can work independently or as a member of a team while processing payments, answering phone calls, balancing daily batches, and completing in-person transactions with members of the public on a daily basis.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

MINIMUM QUALIFICATIONS:

- A. Possession of an Associate's Degree in Accounting, Business Administration, Public Administration, or a closely related with similar course curriculum and one (1) year of full-time paid experience, or its part-time paid equivalent, in the collection, billing, invoicing and/or reconciliation of accounts receivable; or
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience, or its part-time paid equivalent, in the collection, billing, invoicing and/or reconciliation of accounts receivable; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: Successfully completed college coursework in accounting, business administration, public administration, or a closely related field may be substituted for the required work experience, up to a maximum of two (2) years, with thirty (30) credit hours of college coursework in the above fields being equivalent to one (1) year of full-time work experience.

Note: College degrees must have been awarded by, and college coursework completed at, a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by, or college coursework completed at, an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

Continued on Back

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

APPOINTMENT STATUS AND EXAM REQUIREMENT: This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of high school and college transcripts

All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Applications accepted until position is filled. Submit required application materials to:

City of Ithaca
Human Resources Department
Web site: <https://ithaca-portal.mycivilservice.com>



We would love to have you on our team! We hope to hear from you soon!

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